2017

INFO 220-06 Management of Information Technology

Joel Asay
Xavier University

INFO 220: Management of Information Technology

COURSE SYLLABUS (Fall 2017)

CLASS LOCATION AND TIME: Smith Hall G28, T/TH, Section 06, 10:00am – 11:15pm

INSTRUCTOR

Name:	Joel Asay
Email:	asayj@xavier.edu
Office Location:	Room 204 Smith Hall
Office Hours:	**M: 4:00PM – 7:00PM** **T: 12:00PM – 2:00PM** Or by appointment
Telephone:	513-745-2938 (office)
Website:	canvas.xavier.edu

Xavier University Vision Statement

"Xavier men and women become people of learning and reflection, integrity, and achievement, in solidarity for and with others."

Williams College of Business Mission

"We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition."

TEXT

All Materials Provided via Canvas

Pre-requisites

INFO 120: Intro to Business Technology

Course Description

This course will enable students to become proficient at using software to solve business problems. A focus is placed on Microsoft Excel, Microsoft Access and R. Other topics are also presented including IT/IS security, the role of IT/IS in the workplace and contemporary issues such as the regulatory environment, cloud computing, privacy and basic IT jargon.

Learning Objectives

Upon completion of this course, you should be able to:

- Understand the role of IS software and hardware in an organization
- Build and manage a Microsoft Access relational database
- Develop spreadsheet applications to analyze data and solve business problems
- Manage data using the R programming language
- Explain the importance of security and regulation as it relates to data management
- Critically examine ethical issues related to IT/IS use on organizations and society

Academic Assessment
The class will consist of the following methods of assessment:

Individual homework assignments
Homework consists of short reflection papers on data related articles and labs that will test your knowledge of the software and tools covered in class. Expect some type of homework assignment every week. The labs will be much easier with the help of a personal computer with Excel, Access and R installed.

Exams
There will be 3 total exams, each covering one of the software tools used in class. Exams will be completed **in-class and require the use of a computer.** This may be a personal computer (recommended) or a lab computer. These exams may be held online via canvas during class time at my discretion.

Ethics Project
The ethics project is an opportunity for you to work in a group studying a data or IT/IS related ethics issue and develop presentation skills with digital aid such as Microsoft PowerPoint. A rubric and description is available on campus. A list of available topics will be provided.

Attendance and Participation
Most class periods will include one or more group activities. Participation in these activities and other in-class involvement contribute to the points in this category. We will also be completing several assignments in-class that will lay the foundation for your homework and other assignments. Thus, it is imperative that you **attend class regularly, otherwise you will find yourself with significantly more homework!**

Course Grading
Student performance will be evaluated on the following basis:

In-Class Participation and Assignments	10%	A	93 - 100
Ethics Project	10%	A-	90 - 92.9
Excel Assignments	15%	B+	87 - 89.9
Access Assignments	10%	B	83 - 86.9
R Assignments	10%	B-	80 - 82.9
Excel Skills Exam	15%	C+	77 - 79.9
Access Skills Exam	15%	C	73 - 76.9
R Skills Exam	15%	C-	70 - 72.9
		D	60 - 69.9
		F	0 - 60

General Course Policies

- Given the nature of this course, attendance at every class is paramount to a successful learning experience. This class is very interactive and many of the in-class activities are necessary for you to complete the homework.

- Assignments must be submitted on the due date. Late assignments will not be accepted unless prior arrangements have been made with the instructor. A score of 0 will be recorded for any assignment received after the due date.

- There will not be any make-up exams unless discussed with the instructor before the exam.

- Grade tracking is the responsibility of the student. Canvas will be kept up-to-date for your convenience.

- All communication from me will be through Canvas and email. I usually respond to email within an hour of receipt if I'm not sleeping. I always respond within 12 hours. If I do not respond within 12 hours, I may have missed your email, and you should bother me again. I expect others to respond with 24 hours (we aren't all addicted to our electronic notifications like me!)

Class Technology Policies

This class utilizes Microsoft Excel and Access. These are both paid software that the university provides to you for free. R is available for free from the R-Project's website. It is **STRONGLY** recommended that students bring and use their own laptop computers in class for assignments and class work. If you do not have a personal laptop available to you, accommodations will be made so you can still succeed in the class using lab devices. **I expect technology use to be appropriate in nature.** If I observe another student becoming distracted with your non-class-related technology use, I may ask you to stop the behavior.

If you use an Apple computer, I can also provide a copy of Microsoft Windows that can be installed in addition to your OS X operating system. If you would like help with this process, or if you desire other Microsoft software for free including Visio, Project, SQL Server, etc., please let me know and I can provide it free of charge via the Microsoft Imagine Network.

Plagiarism, Cheating and group work

Excel and Access are amazing applications that keep track of every operation performed. This information is also written to their saved data files, making it incredibly easy to identify plagiarism by the digital fingerprint left behind on saved data files. **PLEASE** do not be tempted to submit a classmate's data file as your own! Direct and unattributed use of another's efforts is prohibited as is the use of any work untruthfully submitted as one's own. The penalty for violation of this policy will be a zero for that assignment if it is a first offense. **Subsequent violation will result in an F for the course.**

I do strongly encourage group work, but please make sure you complete and submit your own assignments. You need to understand the material on your own or you may not perform well on the exams.

Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me by sharing their Accommodation Letters with me at the beginning of the semester either during office hours or by appointment. Disability related information is confidential. If you have not previously contacted Disability Services, I encourage you to do so by phone at 513-745-3280, in person on the Fifth Floor of the Conaton Learning Commons, Room 514, or via e-mail to Cassandra Jones at jonesc20@xavier.edu, to coordinate reasonable accommodations as soon as possible as accommodations are not retroactive.

It is my goal that this class be an accessible and welcoming experience for all students. If you are a student with a disability who may have trouble participating or effectively demonstrating learning in this course, contact me to arrange an appointment to share your Accommodation Letters from Disability Services and to discuss your needs. Disability related information is confidential. If you have not contacted Disability Services (located in the Learning Assistance Center) to arrange accommodations, I encourage you to do so by contacting Cassandra Jones, by phone at 513-745-3280, in person on the Fifth Floor of the Conaton Learning Commons, Room 514, or via e-mail at jonesc20@xavier.edu as soon as possible as accommodations are not retroactive.

Class Schedule

(This is simply a guide and will likely be changed. Check Canvas for changes)

Week	Tuesday	Thursday	Topic
1	8/22	8/24 (ONLINE)	Syllabus, Software, Intro to data science, INFO 120 Review
2	8/29	8/31	Excel
3	9/5	9/7	Excel
4	9/12	9/14	Excel
5	9/19	9/21	Excel
6	9/26	9/28 (ONLINE)	Excel
7	10/3	**No class**	**Excel Skills Exam 10/3**
8	10/10	10/12	Supplementary Lecture on Security, Access
9	10/17	10/19	Access
10	10/24	10/26	Access
11	10/31	11/2	Access, Supplementary Lecture on Contemporary Issues
12	11/7	11/9	**Access Skills Exam 11/7**, Intro to R
13	11/14	11/16 (ONLINE)	R
14	11/21	**No Class**	R
15	11/28	11/30	R
16	12/5	12/7	**R Skills Exam 12/5,** Ethics Presentations
17	12/12		Ethics Presentations